



# **PHARMACY DATA MANAGEMENT (PDM)**

## **USER MANUAL**

Version 1.0  
September 1997

(Revised July 2003)



## Revision History

The table below lists changes made since the initial release of this manual. Each time this manual is updated, the Title Page lists the new revised date and this page describes the changes. Either update the existing manual with the Change Pages document, or replace it with the updated manual.

**Note:** The Change Pages document may include unedited pages needed for two-sided copying. Only edited pages display the patch number and revision date in the page footer.

Date	Revised Pages	Patch Number	Description
07/03	i-iii 3, 19-24d 29-30 58	PSS*1*61	<ul style="list-style-type: none"><li>- Described functionality change for deriving the DEA, SPECIAL HDLG code.</li><li>- Added description of changes to Drug Enter/Edit option and included the related screen capture, resulting in pages 19-24 being renumbered to pages 19-24d.</li><li>- Added new <i>Controlled Substances/PKI Reports</i> menu and related reports to the PDM options list, and updated the Table of Contents to reflect this addition.</li><li>- Noted additional code (F=NON REFILLABLE) for DEA, SPECIAL HDLG field.</li><li>- Updated screen captures for <i>Lookup into Dispense Drug File</i> option to include CS FEDERAL SCHEDULE field in drug details.</li></ul>
04/03	i 10-12a,19-23a,36  23b-24,30  150	PSS*1*68	<ul style="list-style-type: none"><li>-Updated the Revision History Page.</li><li>-Added Non-VA Med messages to the examples in the Enter/Edit Dosages, Drug Enter/Edit, and Edit Orderable Items sections.</li><li>-Added Non-VA Med examples to the Drug Enter/Edit and Lookup into Dispense Drug File sections.</li><li>-Updated the index to cover Non-VA Meds.</li></ul>

Date	Revised Pages	Patch Number	Description
03/03	i-ii iii  iv 1  3  9-12b  19-23b  31  33-38  55  57-58   97-152	PSS*1*47	<ul style="list-style-type: none"> <li>-Updated the Revision History Pages.</li> <li>-Added <i>Other Language Translation Setup</i> option to the table of contents.</li> <li>-Added appendices on Spanish terms to the TOC.</li> <li>-Added information about PDM now allowing users to enter SIG components in another language.</li> <li>-Added <i>Other Language Translation Setup</i> to the list of options.</li> <li>-Updated Dosage Form File Enter/ Edit section to show the new <i>Other Language</i> options.</li> <li>-Updated Enter/Edit Dosages section to show new Other Language Dosage Name field.</li> <li>-Updated Drug Enter/Edit section to show new Other Language Dosage Name field.</li> <li>-Updated Medication Instruction File Add/Edit section to show Other Language Expansion field.</li> <li>-Updated Medication Route File Enter/Edit section to show new Other Language Expansion field.</li> <li>-Updated Orderable Item Management and Dispense Drug/Orderable Item Maintenance sections to show new Other Language Instructions field.</li> <li>-Updated Standard Schedule Edit section to show Other Language Expansion field.</li> <li>-Added the stand-alone <i>Other Language Translation Setup</i> option.</li> <li>-Updated the index.</li> <li>- Added appendices with Spanish equivalents for common terms, moved appendices after the Glossary, and renumbered pages from Glossary through the Index.</li> </ul>
10/02	i, (ii) iii, (iv) 3, (4) 51-52 52a-52b 53, (54) 55, (56) 57, (58)  104a-104b 109-112	PSS*1*55	<ul style="list-style-type: none"> <li>- Updated this Revision History Page.</li> <li>- Changed Table of Contents to include new menu option.</li> <li>- Added new <i>Drug Text File Report</i> option to menu item list.</li> <li>- Updated Drug Text Enter/Edit section to show the new <i>Drug Text File Report</i> option.</li> <li>- Added new section for new menu option <i>Drug Text File Report</i>. Adding this section changed the section numbering for remaining sections in Chapter 1.</li> <li>- Added Appendix B.</li> <li>- Updated the Index.</li> </ul>
09/01	All	PSS*1*38	Added this Revision History Page. Added Patch Release changes and Pharmacy Ordering Enhancements (POE) enhancements edits. Updated manual to comply with current documentation standards.
09/97			Original Release of User Manual

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# Chapter One Pharmacy Data Management Options

The PDM options are listed below. Each of these options is explained in detail later in this user manual.

CMOP Mark/Unmark (Single drug)   
*Dosages ...*

*Auto Create Dosages*  
*Dosage Form File Enter/Edit*  
*Enter/Edit Dosages*  
*Most Common Dosages Report*  
*Noun/Dosage Form Report*  
*Review Dosages Report*

*Drug Enter/Edit*

*Drug Interaction Management ...*

*Enter/Edit Local Drug Interaction*  
*Report of Locally Entered Interactions*

*Electrolyte File (IV)*

*Lookup into Dispense Drug File*

*Medication Instruction File Add/Edit*

*Medication Route File Enter/Edit*

*Orderable Item Management ...*

*Edit Orderable Items*  
*Dispense Drug/Orderable Item Maintenance*  
*Orderable Item/Dosages Report*  
*Patient Instructions Report*

*Orderable Item Report*

*Formulary Information Report*

*Drug Text Enter/Edit*

*Drug Text File Report*

*Pharmacy System Parameters Edit*

*Standard Schedule Edit*

*Synonym Enter/Edit*

*Other Language Translation\**

*Controlled Substances/PKI Reports*

*DEA Spec Hdlg & CS Fed Sch Discrepancy*  
*Controlled Substances Not Matched to NDF*  
*CS (DRUGS) Inconsistent with DEA Spec Hdlg*  
*CS (Ord. Item) Inconsistent with DEA Spec Hdlg*

\*Other Language Translation Setup is a stand-alone option that must be assigned to the person(s) responsible for maintaining it.

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## **1.3 Drug Enter/Edit**

### **[PSS DRUG ENTER/EDIT]**

The *Drug Enter/Edit* option allows users to make a new Dispense Drug entry into the DRUG file (#50) or to make changes to existing DRUG file (#50) Dispense Drug entries. This option consolidates entries for all Pharmacy packages if the user possesses the proper package key. It will also allow the user to match Dispense Drugs to corresponding National Drug File and Pharmacy Orderable Item entries and to tie the Dispense Drug to a DRUG TEXT file (#51.7) entry. Dispense Drug formulary status is designated via this option and formulary alternatives may be designated for non-formulary Dispense Drug entries.

Dosages created as the result of National Drug File matching or auto creation of dosages may be reviewed and edited via this option.

Outpatient Pharmacy designated Dispense Drug entries may be marked or unmarked as a LAB MONITOR or CLOZAPINE DRUG. This will allow lab values to print on the Outpatient Action Profile for the designated drug and provide lab monitor checks for Clozapine drugs during the medication order entry process.

The *Drug Enter/Edit* option allows the user to enter a dosage in a language other than English. PDM does not translate English terms into another language; instead, it allows the user to enter a translation of a term. If a value has not been entered in the OTHER LANGUAGE DOSAGE NAME field, PDM defaults to the value entered in the LOCAL POSSIBLE DOSAGE field. If no values exist in the LOCAL POSSIBLE DOSAGE and OTHER LANGUAGE DOSAGE NAME fields, the system will not display default values for those fields during CPRS or Outpatient Pharmacy prescription order entry processing. However, when building the SIG, Outpatient Pharmacy will default to the value the user input during order entry.

Patch PSS\*1\*61 adds a new code "F" for NON REFILLABLE to the DEA, SPECIAL HDLG field (#3) of the DRUG file (#50), which will allow sites to mark drugs other than controlled substances or clozapine drugs as NON REFILLABLE.

When using the *Drug Enter/Edit* option, a warning message is displayed if a discrepancy is found between the CS FEDERAL SCHEDULE field (#19) of the VA PRODUCT file (#50.68) and the DEA, SPECIAL HDLG field (#3) of the DRUG file (#50). The warning message says, "The CS Federal Schedule associated with this drug in the VA Product file represents a DEA, Special Handling code of XX", where XX is the DEA, SPECIAL HDLG code mapped to corresponding CS FEDERAL SCHEDULE code defined as follows (schedule I, IV and V are identical):

	CS FEDERAL SCHEDULE	DEA, SPECIAL HDLG
Schedule I narcotics	1	1
Schedule II narcotics	2	2A
Schedule II non-narcotics	2n	2C
Schedule III narcotics	3	3A
Schedule III non-narcotics	3n	3C
Schedule IV narcotics	4	4
Schedule V narcotics	5	5

### Example 1: Drug Enter/Edit

```
Select Pharmacy Data Management Option: DRUG
  1  Drug Enter/Edit
  2  Drug Interaction Management
  3  Drug Text Enter/Edit
CHOOSE 1-3: 1  Drug Enter/Edit

Select DRUG GENERIC NAME: PROPRA
  1  PROPRANOLOL 10MG S.T.          CV100
  2  PROPRANOLOL 40MG S.T.          CV100
  3  PROPRANOLOL 80MG S.T.          CV100
  4  PROPRANOLOL TABS,80MG.PINACIDIL STUDY          STUDY DRUG--RE
ST TO DR.HOLTZMAN
CHOOSE 1-4: 2  PROPRANOLOL 40MG S.T.          CV100
*****
This entry is marked for the following PHARMACY packages:
  Outpatient
  Unit Dose
  Non-VA Med
GENERIC NAME: PROPRANOLOL 40MG S.T. Replace
VA CLASSIFICATION: CV100//<Enter>
DEA, SPECIAL HDLG: 6P//<Enter>
NATIONAL FORMULARY INDICATOR: YES
LOCAL NON-FORMULARY: <Enter>
VISN NON-FORMULARY: <Enter>
Select DRUG TEXT ENTRY: <Enter>
Select FORMULARY ALTERNATIVE: <Enter>
Select SYNONYM: 000719179613// <Enter>
  SYNONYM: 000719179613//<Enter>
  INTENDED USE: DRUG ACCOUNTABILITY// <Enter>
  NDC CODE: 000719-1796-13// <Enter>
Select SYNONYM: <Enter>
MESSAGE: <Enter>
RESTRICTION: <Enter>
FSN: 6505-00-221-3393A//<Enter>
NDC: 719-1796-13// <Enter>
INACTIVE DATE: <Enter>
WARNING LABEL: <Enter>

ORDER UNIT: BT// <Enter>
PRICE PER ORDER UNIT: 50.34//<Enter>
DISPENSE UNIT: <Enter>
DISPENSE UNITS PER ORDER UNIT: 1000// <Enter>
PRICE PER DISPENSE UNIT: 0.050

      points to PROPRANOLOL HCL 40MG TAB in the National Drug file.

This drug has already been matched and classified with the National Drug
file. In addition, if the dosage form changes as a result of rematching,
you will have to match/rematch to Orderable Item.

Do you wish to match/rematch to NATIONAL DRUG file? No//<Enter>      (No)
Just a reminder...you are editing PROPRANOLOL 40MG S.T..

Strength from National Drug File match => 40      MG
Strength currently in the Drug File      => 40      MG

Strength => 40      Unit => MG

POSSIBLE DOSAGES:
  DISPENSE UNITS PER DOSE: 1          DOSE: 40          PACKAGE: IO
  DISPENSE UNITS PER DOSE: 2          DOSE: 80          PACKAGE: IO
  DISPENSE UNITS PER DOSE: .5         DOSE: 20          PACKAGE: IO

LOCAL POSSIBLE DOSAGES: <Enter>
OTHER LANGUAGE DOSAGE NAME <Enter>
Do you want to edit the dosages? N// YES
```

### **Example 1: Drug Enter/Edit (continued)**

```
Changing the strength will update all possible dosages for this Drug.  
STRENGTH: 40//<Enter>  
  
Select DISPENSE UNITS PER DOSE: 0.5      20      IO  
  
DISPENSE UNITS PER DOSE: 0.5// @  
  SURE YOU WANT TO DELETE THE ENTIRE '.5' DISPENSE UNITS PER DOSE? Y  (Yes)  
  
Select DISPENSE UNITS PER DOSE: <Enter>  
  
Enter/Edit Local Possible Dosages? N// <Enter> O  
  
*****  
This entry is marked for the following PHARMACY packages:  
  Outpatient  
  Unit Dose  
  Non-VA Med  
  
MARK THIS DRUG AND EDIT IT FOR:  
O - Outpatient  
U - Unit Dose  
X - Non-VA Med  
  
Enter your choice(s) separated by commas : O  
** You are NOW editing OUTPATIENT fields. **  
  
AN Outpatient Pharmacy ITEM? Yes//<Enter>      (Yes)  
CORRESPONDING INPATIENT DRUG: <Enter>  
MAXIMUM DOSE PER DAY: <Enter>  
LOCAL NON-FORMULARY: <Enter>  
NORMAL AMOUNT TO ORDER: 4// <Enter>  
SOURCE OF SUPPLY: 1P//<Enter>  
CURRENT INVENTORY: -3822//<Enter>  
ACTION PROFILE MESSAGE (OP): <Enter>  
MESSAGE: <Enter>  
  
QUANTITY DISPENSE MESSAGE: <Enter>  
OP EXTERNAL DISPENSE: <Enter>  
  
Do you wish to mark to transmit to CMOP?  
Enter Yes or No: NO  
  
Do you wish to mark/unmark as a LAB MONITOR or CLOZAPINE DRUG?  
Enter Yes or No: NO  
  
** You are NOW in the ORDERABLE ITEM matching for the dispense drug. **  
  
PROPRANOLOL 40MG S.T. is already matched to  
  
    PROPRANOLOL TAB  
  
Do you want to match to a different Orderable Item? NO// <Enter>  
  
Select DRUG GENERIC NAME:
```

## Example 2: Drug Enter/Edit      Marking of an Outpatient Drug for Clozapine or Lab Monitor

```
MARK THIS DRUG AND EDIT IT FOR:  
O - Outpatient  
U - Unit Dose  
I - IV  
X - Non-VA Med
```

```
Enter your choice(s) separated by commas : O  
** You are NOW editing OUTPATIENT fields. **
```

```
AN Outpatient Pharmacy ITEM? Yes// <Enter> (Yes)  
CORRESPONDING INPATIENT DRUG: CLOZAPINE 100MG TAB // <Enter>  
MAXIMUM DOSE PER DAY: <Enter>  
LOCAL NON-FORMULARY: <Enter>  
NORMAL AMOUNT TO ORDER: 1// <Enter>  
SOURCE OF SUPPLY: <Enter>  
CURRENT INVENTORY: 1000// <Enter>  
ACTION PROFILE MESSAGE (OP): RESTRICTED TO NATIONALLY REGISTERED PATIENTS.  
Replace  
MESSAGE: NATL RESTRICTED (IEN) Replace  
QUANTITY DISPENSE MESSAGE: <Enter>
```

```
Do you wish to mark/unmark as a LAB MONITOR or CLOZAPINE DRUG?  
Enter Yes or No: YES  
Mark/Unmark for Lab Monitor or Clozapine:
```

```
Select one of the following:
```

```
L            LAB MONITOR  
C            CLOZAPINE
```

```
Enter response: CLOZAPINE
```

```
** You are NOW editing CLOZAPINE fields. **  
Prescription of Clozapine requires identification of two  
laboratory tests, WBC and Absolute Neutrophil Count (ANC).
```

```
You currently have both laboratory tests identified.
```

Type of Test	Lab Test Monitor	Specimen Type
1. WBC	WBC	SERUM
2. ANC	ABSOLUTE GRANULOCYTE COUNT	SERUM

```
(E)dit or (D)elete entry? <Enter>
```

```
** You are NOW in the ORDERABLE ITEM matching for the dispense drug. **
```

```
CLOZAPINE 100MG TAB is already matched to
```

```
CLOZAPINE TAB
```

```
Do you want to match to a different Orderable Item? NO//
```

### Example 3: Drug Enter/Edit Editing Local Possible Dosages and Orderable Item

```
Select Pharmacy Data Management Option: DRUG
  1  Drug Enter/Edit
  2  Drug Interaction Management
  3  Drug Text Enter/Edit
CHOOSE 1-3: 1  Drug Enter/Edit

Select DRUG GENERIC NAME: CLOTRIMAZOLE 1% TOP CREAM-15          DE102
15GM-DISP BY GM
...OK? Yes// <Enter> (Yes)

*****
This entry is marked for the following PHARMACY packages:
Outpatient
Unit Dose
Ward Stock
Non-VA Med
GENERIC NAME: CLOTRIMAZOLE 1% TOP CREAM-15 Replace <Enter>
VA CLASSIFICATION: DE102// <Enter>
DEA, SPECIAL HDLG: 6P// <Enter>
NATIONAL FORMULARY INDICATOR: YES
LOCAL NON-FORMULARY: <Enter>
VISN NON-FORMULARY: <Enter>
Select DRUG TEXT ENTRY: <Enter>
Select FORMULARY ALTERNATIVE: <Enter>
Select SYNONYM: CLOTRIMAZOLE 1% TOP CREAM// <Enter>
SYNONYM: CLOTRIMAZOLE 1% TOP CREAM Replace <Enter>
INTENDED USE: <Enter>
NDC CODE: <Enter>
Select SYNONYM: <Enter>
MESSAGE: 15GM-DISP BY GM*           Replace <Enter>
RESTRICTION: <Enter>
FSN: 6505-01-023-5011// <Enter>
NDC: 0085-0613-02// <Enter>
INACTIVE DATE: <Enter>
WARNING LABEL: 13// <Enter>
ORDER UNIT: TU// <Enter>
PRICE PER ORDER UNIT: 9.77// <Enter>
DISPENSE UNIT: GM// <Enter>
DISPENSE UNITS PER ORDER UNIT: 15// <Enter>
PRICE PER DISPENSE UNIT: 0.651
points to CLOTRIMAZOLE 1% CREAM, TOP in the National Drug file.

This drug has already been matched and classified with the National Drug file. In addition, if
the dosage form changes as a result of rematching, you will have to match/rematch to Orderable
Item.

Do you wish to match/rematch to NATIONAL DRUG file? No// <Enter> (No)
Just a reminder...you are editing CLOTRIMAZOLE 1% TOP CREAM-15.

LOCAL POSSIBLE DOSAGES: <Enter>
A THIN FILM                                PACKAGE: OI

Do you want to edit Local Possible Dosages? N// YES

This drug has the following Local Possible Dosages:

A THIN FILM                                PACKAGE: OI

Do you want to merge new Local Possible Dosages? Y// NO

Strength: 1        Unit: %
Select LOCAL POSSIBLE DOSAGE: A THIN FILM    OI

LOCAL POSSIBLE DOSAGE: A THIN FILM// <Enter>
OTHER LANGUAGE DOSAGE NAME: UNA CAPA FINA
PACKAGE: Both// <Enter>
BCMA UNITS PER DOSE: <Enter>
```

### Example 3: Drug Enter/Edit Editing Local Possible Dosages and Orderable Item (continued)

```
Strength: 1          Unit: %

Select LOCAL POSSIBLE DOSAGE: <Enter>

*****
This entry is marked for the following PHARMACY packages:
Outpatient
Unit Dose
Ward Stock
Non-VA Med

MARK THIS DRUG AND EDIT IT FOR:
O - Outpatient
U - Unit Dose
I - IV
W - Ward Stock
D - Drug Accountability
C - Controlled Substances
X - Non-VA Med
A - ALL

Enter your choice(s) separated by commas : O
** You are NOW editing OUTPATIENT fields. **

AN Outpatient Pharmacy ITEM? Yes// <Enter> (Yes)
CORRESPONDING INPATIENT DRUG: <Enter>
MAXIMUM DOSE PER DAY: <Enter>
STANDARD SIG: AP TAA BID
LOCAL NON-FORMULARY: <Enter>
NORMAL AMOUNT TO ORDER: // <Enter>
SOURCE OF SUPPLY: 1P// <Enter>
CURRENT INVENTORY: // <Enter>
ACTION PROFILE MESSAGE (OP): <Enter>
MESSAGE: 15GM=DISP BY GM*           Replace <Enter>
QUANTITY DISPENSE MESSAGE: DISP BY GM (MULTIPLES OF 15)// <Enter>

Replace

OP EXTERNAL DISPENSE: <Enter>
Do you wish to mark to transmit to CMOP?
Enter Yes or No: YES

This option allows you to choose entries from your drug file and helps you review your NDF
matches and mark individual entries to send to CMOP.

If you mark the entry to transmit to CMOP, it will replace your Dispense Unit with the VA
Dispense Unit. In addition, you may overwrite the local drug name with the VA Print Name and the
entry will remain uneditable.

Local Drug Generic Name: CLOTRIMAZOLE 1% TOP CREAM-15

      ORDER UNIT: TU
DISPENSE UNITS/ORDER UNITS: 15
      DISPENSE UNIT: GM
      PRICE PER DISPENSE UNIT: 0.651

VA Print Name: CLOTRIMAZOLE 1% TOP CREAM          VA Dispense Unit: GM
VA Drug Class: DE102                                CMOP ID: C0298

Do you wish to mark this drug to transmit to CMOP?
Enter Yes or No: YES
QUANTITY DISPENSE MESSAGE: DISP BY GM (MULTIPLES OF 15)
      Replace <Enter>

Do you wish to overwrite your local name?
Enter Yes or No: NO
```

### **Example 3: Drug Enter/Edit Editing Local Possible Dosages and Orderable Item (continued)**

```
Do you wish to mark/unmark as a LAB MONITOR or CLOZAPINE DRUG?  
Enter Yes or No: NO  
  
** You are NOW in the ORDERABLE ITEM matching for the dispense drug. **  
  
CLOTRIMAZOLE 1% TOP CREAM-15 is already matched to  
  
    CLOTRIMAZOLE CREAM, TOP  
  
Do you want to match to a different Orderable Item? NO// YES  
  
    Dosage Form -> CREAM, TOP  
  
Match to another Orderable Item with same Dosage Form? NO// <Enter>  
  
    Dosage Form -> CREAM, TOP  
    Dispense Drug -> CLOTRIMAZOLE 1% TOP CREAM-15  
  
Orderable Item Name: CLOTRIMAZOLE// <Enter>  
  
Matching CLOTRIMAZOLE 1% TOP CREAM-15  
    to  
    CLOTRIMAZOLE CREAM, TOP  
  
Is this OK? YES// <Enter>  
Match Complete!  
  
    Now editing Orderable Item:  
    CLOTRIMAZOLE CREAM, TOP  
  
This Orderable Item is Formulary.  
  
Select OI-DRUG TEXT ENTRY: <Enter>  
INACTIVE DATE: <Enter>  
DAY (nD) or DOSE (nL) LIMIT: <Enter>  
MED ROUTE: <Enter>  
SCHEDULE TYPE: <Enter>  
SCHEDULE: <Enter>  
PATIENT INSTRUCTIONS: <Enter>  
OTHER LANGUAGE INSTRUCTIONS: <Enter>  
Select SYNONYM: <Enter>
```

### **Example 4: Drug Enter/Edit Editing Non-VA Medications**

```
Select DRUG GENERIC NAME: GINGER ROOT TAB/CAP  
Are you adding 'GINGER ROOT' as a new DRUG (the 1756TH)? No// Y (Yes)  
DRUG NUMBER: 112// <Enter>  
DRUG VA CLASSIFICATION: <Enter>  
DRUG FSN: <Enter>  
DRUG NATIONAL DRUG CLASS: <Enter>  
DRUG LOCAL NON-FORMULARY: N <Enter> N/F  
DRUG INACTIVE DATE: <Enter>  
DRUG MESSAGE: <Enter>  
DRUG RESTRICTION: <Enter>  
GENERIC NAME: GINGER ROOT TAB/CAP// ^DI  
    1 DISPENSE UNIT  
    2 DISPENSE UNITS PER ORDER UNIT  
CHOOSE 1-2: 2 DISPENSE UNITS PER ORDER UNIT  
DISPENSE UNITS PER ORDER UNIT: <Enter>  
PRICE PER DISPENSE UNIT: 0.0000  
  
Do you wish to match/rematch to NATIONAL DRUG file? Yes// (Yes)  
  
Deleting Possible Dosages...
```

#### Example 4: Drug Enter/Edit Editing Non-VA Medications (continued)

```
Match local drug GINGER ROOT
          ORDER UNIT:
          DISPENSE UNITS/ORDER UNITS: 2
          DISPENSE UNIT:
No NDC to match...

I will attempt to match the NDCs from your SYNONYMS.

No match by Synonym NDC... now first word

Match made with GINGER ROOT TAB/CAP
Now select VA Product Name

1 GINGER CAP/TAB    CAP/TAB  HA000  G0226

Enter your choice: 1
      Is this a match < Reply Y, N or press return to continue > : Y

CHOOSE FROM:
1      60  BOTTLE
2      OTHER OTHER
      Enter Package Size & Type Combination: 1

Local drug ginger root
matches      GINGER CAP/TAB
PACKAGE SIZE: OTHER
PACKAGE TYPE: OTHER

< Enter "Y" for yes >
< Enter "N" for no >          OK? : Y

LOCAL DRUG NAME: GINGER ROOT TAB/CAP
          ORDER UNIT:
          DISPENSE UNITS/ORDER UNITS:
          DISPENSE UNIT:

VA PRODUCT NAME: GINGER CAP/TAB
VA PRINT NAME: GINGER CAP/TAB
VA DISPENSE UNIT: CAP/TAB
      PACKAGE SIZE: BOTTLE
      PACKAGE TYPE: OTHER
VA CLASS: HA000  HERBS/ALTERNATIVE THERAPIES
INGREDIENTS:
NATIONAL FORMULARY INDICATOR: NO
NATIONAL FORMULARY RESTRICTION:

< Enter "Y" for yes, "N" for no >

      Is this a match ? Y

You have just VERIFIED this match and MERGED the entry.

Resetting Possible Dosages..

Press Return to continue:
Just a reminder...you are editing GINGER ROOT.

LOCAL POSSIBLE DOSAGES:

Do you want to edit Local Possible Dosages? N// <Enter>

MARK THIS DRUG AND EDIT IT FOR:
O - Outpatient
X - Non-VA Med
```

#### Example 4: Drug Enter/Edit Editing Non-VA Medications (continued)

```
Enter your choice(s) separated by commas : X
                                         X - Non-VA Med
** You are NOW Marking/Unmarking for NON-VA MEDS. **

A Non-VA Med ITEM? No// Y (Yes)

** You are NOW in the ORDERABLE ITEM matching for the dispense drug. **

Dosage Form -> CAP/TAB

Match to another Orderable Item with same Dosage Form? NO// <Enter>

Dosage Form -> CAP/TAB
Dispense Drug -> ginger root

Orderable Item Name: GINGER//

Matching GINGER ROOT TAB/CAP
  to
GINGER CAP/TAB

Is this OK? YES// <Enter>
Match Complete!

Now editing Orderable Item:
GINGER   CAP/TAB

FORMULARY STATUS: <Enter>
Select OI-DRUG TEXT ENTRY: <Enter>
INACTIVE DATE: <Enter>
DAY (nD) or DOSE (nL) LIMIT: <Enter>
MED ROUTE: <Enter>
SCHEDULE TYPE: <Enter>
SCHEDULE: <Enter>
PATIENT INSTRUCTIONS: <Enter>
OTHER LANGUAGE INSTRUCTIONS: <Enter>

Select SYNONYM: <Enter>
```

Enter an up-arrow at the  
“FORMULARY STATUS”  
prompt to jump to the “Select  
SYNONYM” prompt.

#### Example 4: Drug Enter/Edit Editing Controlled Substances

```
Select DRUG GENERIC NAME: morphine sulf 15mg cr tab
MORPHINE SULF 15MG CR TAB          CN101          WRITTEN RX REQUIRED
*****
This entry is marked for the following PHARMACY packages:
  Outpatient
  Unit Dose
  Controlled Substances
GENERIC NAME: MORPHINE SULF 15MG CR TAB Replace <Enter>
VA CLASSIFICATION: CN101// <Enter>
DEA, SPECIAL HDLG: 2C// <Enter>
The CS Federal Schedule associated with this drug in the VA Product File represents a DEA,
Special Handling code of 2A.
DEA, SPECIAL HDLG: 2C// 2A
NATIONAL FORMULARY INDICATOR: YES
```

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## 1.6 Lookup into Dispense Drug File [PSS LOOK]

The *Lookup into Dispense Drug File* option provides a lookup into the DRUG file (#50) and displays fields that are commonly edited. It is not possible to edit entries in the DRUG file (#50) from this option. Edits can be made through the use of the *Drug Enter/Edit* option. Patch PSS\*1\*61 ensures that the newly populated CS FEDERAL SCHEDULE field (#19) of the VA PRODUCT file (#50.68) is also included as part of the drug details in the *Lookup into Dispense Drug File* [PSS LOOK] option.

### Example 1: Lookup Drug

```
Select DRUG GENERIC NAME: TIMOLOL
      1  TIMOLOL MALEATE 0.25% OPH GEL          OP101      N/F      NATL N/F; 2
.5 ML/TUBE
      2  TIMOLOL MALEATE 0.25% OPH SOLN         OP101      NATL REVIEW; 5 M
L/BT (IEN)
      3  TIMOLOL MALEATE 0.5% OPH GEL          OP101      N/F      NATL N/F; 2.
5 ML/TUBE (IEN)
      4  TIMOLOL MALEATE 0.5% OPH SOLN         OP101      NATL REVIEW; 5 ML
/BT (IEN)
CHOOSE 1-4: 4  TIMOLOL MALEATE 0.5% OPH SOLN          OP101      NATL REVIEW;
5 ML/BT (IEN)

      TIMOLOL MALEATE 0.5% OPH SOLN
=====
VA PRINT NAME:  TIMOLOL MALEATE 0.5% OPH SOLN          CMOP ID#: T0056
VA PRODUCT NAME: TIMOLOL MALEATE 0.5% SOLN,OPH        CMOP DISPENSE: NO
ORDERABLE ITEM:  TIMOLOL SOLN,OPH                      NDF DF: SOLN,OPH
ORDERABLE ITEM TEXT:

SYNONYM(S):   TIMOPTIC 0.5%                         Trade Name
              T/5                                         Quick Code
              T.5                                         Quick Code
              024208032405                           Drug Accountability
              1677                                       Quick Code

MESSAGE: NATL REVIEW; 5 ML/BT (IEN)
-----
DEA, SPECIAL HDLG: 6P                                NDC:       61314-227-05
CS FEDERAL SCHEDULE:
INACTIVE DATE:
QUANTITY DISPENSE MESSAGE: ML (5/BT)
-----
ORDER UNIT:     BT          PRICE/ORDER UNIT:    1.45
DISPENSE UNIT:  ML          VA DISPENSE UNIT:   ML
DISPENSE UNITS/ORDER UNIT: 5          PRICE/DISPENSE UNIT: 0.2900
APPL PKG USE:  Outpatient Unit Dose
STRENGTH:           UNIT:
POSSIBLE DOSAGES:
LOCAL POSSIBLE DOSAGES:
  LOCAL POSSIBLE DOSAGE: 1 DROP                      PACKAGE: IO
  BCMA UNITS PER DOSE: 1
  LOCAL POSSIBLE DOSAGE: 2 DROPS                     PACKAGE: IO
  BCMA UNITS PER DOSE: 1
-----
VA CLASS: OP101 BETA-BLOCKERS, TOPICAL OPHTHALMIC
LOCAL NON-FORMULARY:          VISN NON-FORMULARY:
National Formulary Indicator: YES
National Restriction:
Local Drug Text:
```

## Example 2: Lookup into Dispense Drug File

```
Select Pharmacy Data Management Option: LOOKUP INTO Dispense Drug File
Select DRUG GENERIC NAME: LOVASTATIN 20MG TAB CV350 N/F

RESTRICTED TO CARDIOLOGY SERVICE
LOVASTATIN 20MG TAB
=====
VA PRINT NAME: LOVASTATIN 20MG TAB CMOP ID#: L0060
VA PRODUCT NAME: LOVASTATIN 20MG TAB CMOP DISPENSE: YES
ORDERABLE ITEM: LOVASTATIN TAB (N/F) NDF DF: TAB
ORDERABLE ITEM TEXT:
Refer to PBM/MAP Hyperlipidemia treatment guidelines for use.
SYNONYM (S): MEVACOR Trade Name
MESSAGE: THIS IS RESTRICTED TO CARDIOLOGY SERVICE
-----
DEA, SPECIAL HDLG: 6 NDC: 000006-0731-82
CS FEDERAL SCHEDULE:
INACTIVE DATE:
QUANTITY DISPENSE MESSAGE: DISPENSE IN 30'S
WARNING LABEL: WITH FOOD
-----
ORDER UNIT: BT PRICE/ORDER UNIT: 50
DISPENSE UNIT: TAB VA DISPENSE UNIT: TAB
DISPENSE UNITS/ORDER UNIT: 100 PRICE/DISPENSE UNIT: 0.500
APPL PKG USE: Outpatient Unit Dose
-----
VA CLASS: CV350 ANTIIDIPEMIC AGENTS
LOCAL NON-FORMULARY: N/F VISN NON-FORMULARY: N/F
National Formulary Indicator: YES
FORMULARY ALTERNATIVES: SIMVASTATIN 20MG TAB
PRAVASTATIN 20MG TAB
National Restriction:
(Refer to PBM/MAP Hyperlipidemia treatment guidelines for use)
Local Drug Text:
```

## Example 3: Lookup Drug Looking Up a Non-VA Med

```
Select DRUG GENERIC NAME: GINKO TAB/CAP          HA000      N/F

ginko tab/cap
=====
VA PRODUCT NAME: GINKGO EXT 60MG TAB
ORDERABLE ITEM: ginko TAB (N/F)           NDF DF: TAB
ORDERABLE ITEM TEXT:

SYNONYM(S):
MESSAGE:
-----
DEA, SPECIAL HDLG:          NDC:
CS FEDERAL SCHEDULE:
INACTIVE DATE:
-----
ORDER UNIT:                  PRICE/ORDER UNIT:
DISPENSE UNIT:                PRICE/DISPENSE UNIT:
DISPENSE UNITS/ORDER UNIT:    APPL PKG USE: Non-VA Med
STRENGTH:                   UNIT:
POSSIBLE DOSAGES:
LOCAL POSSIBLE DOSAGES:
-----
VA CLASS:
LOCAL NON-FORMULARY: N/F      VISN NON-FORMULARY:
National Formulary Indicator: Not Matched to NDF
```

## 1.16      **Synonym Enter/Edit** [PSS SYNONYM EDIT]

The *Synonym Enter/Edit* option allows the user to enter synonym information into the SYNONYM field for a selected Dispense Drug. Synonyms are used to easily identify drugs for the BCMA package and the Drug Accountability package, and to simplify medication order entry.

### Example 1: Creating a New Synonym

```
Select DRUG GENERIC NAME: NAP
  1  NAPROXEN 250MG S.T.          MS102      N/F      09-05-00
  2  NAPROXEN 375MG TAB         MS102
CHOOSE 1-2: 2  NAPROXEN 375MG TAB          MS102
Select SYNONYM: 018393027342// ALEVE
  INTENDED USE: TRADE NAME
  NDC CODE: <Enter>
Select SYNONYM: <Enter>
```

### Example 2: Deleting a Synonym

```
Select DRUG GENERIC NAME: NAP
  1  NAPROXEN 250MG S.T.          MS102      N/F      09-05-00
  2  NAPROXEN 375MG TAB         MS102
CHOOSE 1-2: 2  NAPROXEN 375MG TAB          MS102
Select SYNONYM: ALEVE// @
  SURE YOU WANT TO DELETE THE ENTIRE 'ALEVE' SYNONYM? Y  (Yes)
Select SYNONYM: 018393027342// <Enter>
  SYNONYM: 018393027342// <Enter>
  INTENDED USE: DRUG ACCOUNTABILITY// <Enter>
  NDC CODE: 018393-0273-42// <Enter>
Select SYNONYM: <Enter>
```

## 1.17      **Other Language Translation Setup** [PSS OTHER LANGUAGE SETUP]

The *Other Language Translation Setup* option provides the ability to enter/edit data in the PHARMACY SYSTEM file (#59.7). This option allows sites to enter appropriate terms in another language that make up parts of the SIG when printing prescription bottle labels. If the user does not enter a translation, the English word will print. *Other Language Translation Setup* is a stand-alone option that must be assigned to the person(s) responsible for maintaining it. See Appendices C-G for lists of Spanish equivalents for some of the more common terms used for administration schedules, dosage forms, local possible dosages, medication instructions, and medication routes.

### **Example: Other Language Translation Setup**

```
USE OF ANOTHER LANGUAGE: YES < If No is entered the remaining fields will not be prompted for>
SECONDS: SEGUNDOS
MINUTES: MINUTOS
DAYS: DIAS
WEEKS: SEMANAS
HOURS: HORAS
MONTHS: MESES
AND: Y
THEN: LUEGO
EXCEPT: EXCEPTO
ONE: UNA
TWO: DOS
THREE: TRES
FOUR: CUATRO
FIVE: CINCO
SIX: SEIS
SEVEN: SIETE
EIGHT: OCHO
NINE: NUEVE
TEN: DIEZ
ONE-HALF: MEDIA
ONE-FOURTH: UN-CUARTO
ONE-THIRD: UN-TERCIO
TWO-THIRDS: DOS-TERCIOS
THREE-FOURTHS: TRES-CUARTOS
FOR: POR
```

## **1.18 Controlled Substances/PKI Reports [PSS CS/PKI REPORTS]**

A post-installation routine for patch PSS\*1\*61 identifies those drugs with discrepancies between the CS FEDERAL SCHEDULE field (#19) of the VA PRODUCT file (#50.68) and DEA, SPECIAL HDLG field (#3) of the DRUG file (#50), and generates four mail messages with the following subjects to the installer and to holders of the PSNMGR keys:

CS FEDERAL SCHEDULE AND DEA, SPECIAL HDLG DISCREPANCIES  
CONTROLLED SUBSTANCES NOT MATCHED  
CONTROLLED SUBSTANCES NOT SET CORRECTLY  
DISCREPANCY IN DEA WITHIN DRUGS TIED TO AN OI

These mail messages can be used to clean up the DEA, SPECIAL HDLG code in the DRUG file (#50) where appropriate.

The post-install also checks to see if the DEA, SPECIAL HDLG field (#3) of the DRUG file (#50) is null and if the drug is matched to an entry in the VA PRODUCT file (#50.68), and the CS FEDERAL SCHEDULE field (#19) of the VA PRODUCT file (#50.68) has data, then it updates the DEA, SPECIAL HDLG field (#3) of the DRUG file (#50) with the DEA, SPECIAL HDLG code mapped to corresponding CS FEDERAL SCHEDULE code.

This new *Controlled Substances/PKI Reports* [PSS CS/PKI REPORTS] menu is added to the *Pharmacy Data Management* [PSS MGR] menu to re-generate these post-install Mailman messages on demand.